



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

March 18, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES: APPROVAL OF SCANNING AND  
MICROFILMING SERVICES AMENDMENT WITH RCI IMAGE SYSTEMS  
(SUPERVISORIAL DISTRICTS 2 and 5)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Health Services, or his designee, to execute Amendment No. 5 to Agreement H-700100 with RCI Image Systems (RCI), effective April 1, 2008 through September 30, 2008, for the provision of scanning and microfilming services for Harbor-UCLA (Harbor) and Olive View-UCLA (Olive View) Medical Centers, with a six-month cost of \$39,000, and extend the Agreement on a month-to-month basis for up to an additional six months upon mutual agreement of the parties.
2. Delegate authority to the Director of Health Services, or his designee, to increase the maximum obligation by up to 20 percent or \$7,800 to allow for additional scanning and microfilming services as may be needed by Department of Health Services facilities.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Honorable Board of Supervisors  
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### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

In approving these actions, the Board is authorizing the Director of Health Services, or his designee, to execute an amendment, substantially similar to Exhibit I, with RCI to extend the term of the Agreement to ensure the continued provision of scanning and microfilming services for fetal monitoring reports and other departmental records at Harbor and Olive View Medical Centers. The current Agreement expires March 31, 2008.

### **FISCAL IMPACT/FINANCING**

The proposed total maximum obligation for six months is \$39,000, of which \$32,500 is for Harbor and \$6,500 is for Olive View. Any increase implemented under delegated authority will be funded within existing resources. Funding is included in the Department of Health Services' (DHS or Department) Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 17, 2003, your Board approved an Agreement with RCI, one of 71 purchase order conversions that had reached the Purchasing Agent's statutory authority and required Board approval for the continuation of services. Subsequent amendments extended this Agreement through December 31, 2007.

Most recently on December 18, 2007, your Board approved an Amendment to continue these services for Harbor and Olive View through March 31, 2008. At that time, the Department indicated its intent to solicit these services before the contract's expiration date.

Although the Department has substantially developed the solicitation documents, the solicitation has not yet been released due to other departmental priorities. An extension is necessary to allow the Department additional time to complete the solicitation process and return to your Board with recommendations for contract award. Accordingly, the Department is requesting an extension of the current contract with RCI.

Delegated authority is being requested to increase the maximum obligation by up to 20 percent to ensure that additional scanning and microfilming services can be provided, if necessary.

Any increase under delegated authority will be funded within existing resources.

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The Agreement contains all of the latest Board-mandated provisions. The County may terminate the Agreement with a 10-day prior written notice.

DHS has determined that this is not a Proposition A agreement because the services provided are intermittent and therefore, the County's Living Wage Program does not apply.

County Counsel has reviewed and approved Exhibit I as to form.

### **CONTRACTING PROCESS**

The current agreement resulted from a PO conversion that had reached the Purchasing Agent's statutory authority. DHS is requesting a six-month extension with an additional month-to-month for up to six months as necessary to complete the solicitation process.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will ensure scanning and microfilming services of fetal monitoring reports and other departmental records continue to be provided at Harbor and Olive View.

### **CONCLUSION**

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH:SAS  
MLM:AT:bjs

Attachment

c: County Counsel  
Director and Chief Medical Officer, Department of Health Services

031808\_DHS\_RCI

SUMMARY OF AGREEMENT

1. TYPE OF SERVICES:

Scanning and microfilming services at Harbor-UCLA and Olive View-UCLA Medical Centers.

2. AGENCY ADDRESS AND CONTACT PERSON:

Vickie Corrales, Vice President, Marketing & Sales  
RCI Image Systems  
1210 W. Jon Street  
Torrance, CA 90052  
(310) 965-0371

3. TERM:

April 1, 2008 through September 30, 2008, with month-to-month extensions up to six months upon mutual agreement of the parties.

4. FINANCIAL INFORMATION:

The total maximum obligation for six months is \$39,000, of which \$32,500 is for Harbor and \$6,500 is for Olive View. Any increase implemented under delegated authority will be funded within existing resources. Funding is included in DHS' Fiscal Year 2007-08 Final Budget and will be requested in future fiscal years.

5. GEOGRAPHIC AREA SERVED:

2<sup>nd</sup> and 5<sup>th</sup> Districts.

6. ACCOUNTABILITY FOR PROGRAM MONITORING AND EVALUATION:

Facility Administrators at Harbor-UCLA and Olive View-UCLA Medical Centers.

7. APPROVALS:

Harbor-UCLA Medical Center:	Miguel Ortiz-Marroquin, Interim CEO
Olive View-UCLA Medical Center	Gretchen McGinley, Interim CEO
Contracts and Grants:	Cara O'Neill, Chief
County Counsel (approval as to form):	Andrea Ross, Senior Deputy



"1. TERM: The term of this Agreement shall commence on July 1, 2003, and shall continue in full force and effect to midnight September 30, 2008, unless sooner cancelled or terminated as provided herein. The Director of Health Services may extend this agreement on a month-to-month basis through March 31, 2009 under the same terms and conditions."

4. Subparagraphs G and H to Agreement Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be added to read as follows:

"G. The maximum obligation of County for all services provided hereunder shall not exceed Thirty-Nine Thousand Dollars (\$39,000), of which Thirty-Two Thousand Five Hundred Dollars (\$32,500) is for HARBOR; and Six Thousand Five Hundred Dollars (\$6,500) is for OLIVE VIEW, for the period of April 1, 2008 through September 30, 2008.

H. During the term of this Agreement, the Director may amend Schedule D if additional scanning and microfilming services are needed and may increase the maximum obligation by no more than twenty percent (20%) above the calendar year 2008 allocation for unanticipated services."

5. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

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Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Bruce A. Chernof, M.D.  
Director and Chief Medical Officer

RCI IMAGE SYSTEMS

Contractor

\_\_\_\_\_  
*Vickie Corrales*  
Signature

By \_\_\_\_\_  
*Vickie Corrales*  
Printed Name

Title *V.P. MARKETING/SALES*  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Cara O'Neill, Chief  
Contracts and Grants Division